
SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS
ADMINISTRATION COMMITTEE
August 30, 2007

MINUTES

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPE OF THE ACTUAL MEETING IS AVAILABLE FOR LISTENING IN SCAG'S OFFICE.

The Administration Committee held its meeting at the SCAG Offices, Downtown Los Angeles, CA. The meeting was called to order by Ronald Loveridge, Chair, Riverside. There was a quorum.

Members Present

Aldinger, Jim	Manhattan Beach
Baldwin, Harry	City of San Gabriel
Burke, Yvonne	County of Los Angeles
Clark, Margaret	City of Rosemead
Dixon, Richard	City of Lake Forest
Edney, Jon (Vice Chair)	City of El Centro
Loveridge, Ronald (Chair)	City of Riverside
McCallon, Larry	City of Highland
Nowatka, Paul	City of Torrance
Ovitt, Gary	County of San Bernardino
Parks, Bernard	City of Los Angeles
Roberts, Ron	City of Temecula
Wapner, Alan	City of Ontario
Washburn, Dennis	City of Calabasas
Young, Toni	City of Port Hueneme

Members Not Present

Becerra, Glen	City of Simi Valley
Lowenthal, Bonnie	City of Long Beach
Masiel, Andrew	Pechanga Band of Luiseno Mission Indians
O'Connor, Pam	City of Santa Monica
Pettis, Greg	City of Cathedral City

1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE

Hon. Ronald Loveridge, Chair, Riverside, called the meeting to order at 8:35 a.m.

2.0 PUBLIC COMMENT PERIOD

There were no public comments.

3.0 REVIEW and PRIORITIZE AGENDA ITEMS

No agenda reprioritizations were made.

4.0 CONSENT CALENDAR

4.1 Approval Items

4.1.1 Minutes of August 30, 2007 Meeting

4.1.2 Contracts over \$250,000

4.1.3 Approve the FY 2008-2009
Comprehensive Budget
Development Schedule

4.2 Receive & File

4.2.1 Contracts/Purchase Orders and
MOUs between \$5,000 - \$250,000

Motion was made to approve the consent calendar. Motion was seconded and unanimously approved.

5.0 ACTION ITEMS

**5.1 Regional Comprehensive Plan
Sustainability Conference**

Douglas Kim, SCAG Consultant, provided a brief overview and described how the development of the Regional Comprehensive Plan will lay out a vision for how Southern California can achieve sustainability in the areas of Transportation, Land Use and Air Quality. The request for \$10,000 is to help co-host the conference in early 2008. The remainder of the funds necessary to host the conference would come from sponsorships and conference registration fees.

Hon. Toni Young and Hon. Margaret Clark, expressed concerns over the use of General Fund money to pay for conferences and requested that OWP money be used for these events. Jacqueline Bobo, Manager of Budgets and Grants reported that a certain portion of the general fund budget was dedicated for conferences and sponsorships; approximately \$116,000 was earmarked for these events.

There was further discussion regarding the total number of conferences that would use the General Fund money; concluding that when there is an overage of sponsorship and registrants fees, the General Fund account should be reimbursed.

Motion was made by Hon. Young to approve the item provided that OWP funds be used instead, if applicable, and, to reimburse the General Fund if extra funds become available.

Motion was made by (Young) to approve recommendation as amended. Motion was seconded (Aldinger) and unanimously approved.

5.2 Contract Manual Amendment

Leyton Morgan, Contracts Manager, provided a brief overview of the request to amend certain sections of the SCAG Contract Manual to establish specific policy to govern contracts funded from the General Fund.

Motion was made by (Young) to approve as recommended. Motion was seconded (Ovitt) and unanimously approved.

5.3 Implementation Regarding GASB 45 Irrevocable Trust

Basil Panas, Accounting Manager, reported that the Regional Council approved setting up an Irrevocable Trust for GASB 45 funding. Mr. Panas stated that staff was in favor of using the investment vehicle organized by CalPERS for this purpose because of ease of administration and PERS' good investment track record. He also stated the three items that were required by the committee to proceed.

1. A completed Actuarial Study, which has been done.
2. An Agreement & Election form to Prefund OPEB, which is before the Board today;
3. Delegation of Authority form to Request Disbursements, which is before the Board today.

Ronald Loveridge, Chair, reported that the Investment Subcommittee met earlier this morning and recommends approval.

Motion was made to approve the recommendation. Motion was seconded and unanimously approved.

5.4 Statement of Investment Policy

Wayne Moore, CFO and the Investment Subcommittee members requested that the Administration Committee adopt SCAG's new statement of investment policy with the amended recommended action, as follows:

"Recommend that the Administration Committee amend the statement of investment policy and incorporate changes into the Regional Council policy manual, Article 10."

Motion was made by (Young) to approve the recommendation as amended. Motion was seconded (McCallon) and unanimously approved.

5.5 Government and Public Affairs Classification Study Results

The Personnel Committee acted on August 9, 2007 to recommend approval of the classification levels and the salary ranges for the revised/new Communications, Graphics, Legislative, Member Relations and Public Affair Series. Hon. Young, also a member of the Personnel Committee, expressed concern over the survey of salary ranges within the 75th percentile and how it drives up salaries so quickly. Hon. Young directed the Personnel Committee to agendaize the percentile issue to determine if a slightly lower number can be achieved.

Hon. Loveridge inquired as to the membership of the Personnel Committee and directed staff to announce committee members when presenting committee related reports. It was noted that Hon. Young, Hon. Dixon, Hon. Cook and Hon. Roberts are members of the Personnel Committee.

Hon. Young moved to approve effective July 12, 2007 as the committee did not have a quorum at the June meeting.

Motion was made by (Young) to approve the recommendation action with an effective date of July 12, 2007. Motion was seconded and unanimously approved.

5.6 Sponsorship of the 2008 Faster Freight Cleaner Air Conference

Jonathan Nadler, SCAG Staff provided a brief summary of the upcoming three day expo and the request for the \$25,000 sponsorship. As a host agency, SCAG President, Gary Ovitt would be offered the opportunity to provide opening remarks. Other host sponsors include the California Resource Board, and the Ports of Los Angeles and Long Beach.

The conference has become a leading forum to address the issues of growth and congestion relating to goods movement and the impact on air quality. SCAG's sponsorship will allow the Agency to continue its leadership role in addressing the issues associated with goods movement through the region. The proposed date will be in February, 2008 and held at the Los Angeles Convention Center.

Hon. Young stated that she supports this item in accordance with the previous motion made on the Regional Comprehensive Plan Sustainability Conference item. Hon. Young recommended approval, providing that OWP funds be used instead, if applicable, and, to reimburse the General Fund if extra funds become available.

Motion was made by (Young) to approve recommendation as amended. Motion was seconded (Clark) and unanimously approved.

6.0 INFORMATION ITEMS

6.1 CFO Monthly Financial Report for June & July 2007

Wayne Moore, CFO provided an overview and highlights:

- The Accounting Department closed out the fiscal year and prepared final invoices to SCAG's funding partners.
- External auditors will meet with staff to begin their annual financial status report.
- The Investment Oversight Committee was activated. Quarterly meetings will be held to discuss details in SCAG's financial position and to address investment policy issues.
- The new fiscal year budget has been setup in the financial management system. A new Comprehensive Budget Development System (CBDS) is set to debut with the kick-off of the new fiscal year budget development cycle.
- During fiscal year 2007, Contracts staff reduced SCAG's operating cost by over \$140,000 with some internal organizational changes.
- There has been an increase in the number of bidders over the past months. To increase competition, staff will market SCAG's contracting opportunities at the upcoming Transit Conference.

7.0 AUDIT COMMITTEE REPORT

There was no Audit Report

8.0 STAFF REPORT

There was no staff report

9.0 FUTURE AGENDA ITEMS

None

10.0 ANNOUNCEMENTS

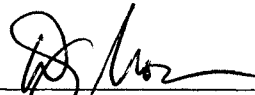
There were no announcements

11.0 ADJOURNMENT

Hon. Ronald Loveridge, Chair, adjourned the meeting at 9:00 a.m.

The next Administration Committee meeting will be held on Thursday, October 4, 2007 at the SCAG offices in downtown Los Angeles.

Minutes Approved by:



Wayne Moore, Chief Financial Officer
Staff to the Administration Committee

ADMINISTRATION COMMITTEE ATTENDANCE REPORT

2007

Member (including Ex-Officio) Last Name, First Name		Representing	X = County Represented						X = Attended				= No Meeting				NM = New Member			
			IC	LA	OC	RC	SB	VC	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Aldinger, Jim *		Manhattan Beach		X					X							X				
Baldwin, Harry*		San Gabriel		X					X					X		X				
Becerra, Glen*		Simi Valley																		
Burke, Yvonne*		Los Angeles County		X					X					X		X				
Clark, Margaret*		Rosemead		X										X		X				
Dixon, Richard*		Lake Forest			X									X		X				
Edney, Jon* Vice Chair		El Centro	X						X	X				X		X				
Loveridge, Ronald, Chair*		Riverside				X			X	X				X		X				
Lowenthal, Bonnie		Long Beach		X																
Masiel, Andrew*		T.A.S.I.N.						X		X										
McCallon, Larry*		Highland					X		X	X				X		X				
Nowatka, Paul*		Torrance		X					X	X				X		X				
O'Connor, Pam*		Santa Monica		X																
Ovitt, Gary*		San Bernardino County					X							X		X				
Parks, Bernard*		Los Angeles		X												X				
Pettis, Gregory*		Cathedral City			X				X	X										
Roberts, Ron*		Temecula				X										X				
Wapner, Alan*		Ontario					X		X	X				X		X				
Washburn, Dennis*		Calabasas		X					X	X				X						
Young, Toni *		Port Hueneme							X	X				X		X				
Totals			1	9	1	3	4	2												

* Regional Council Member